

Clovis Community College  
**DISCIPLINE POLICY FOR EQUIVALENCY**

1. When considering the establishment of discipline equivalency standards, please consider that California Education Code §87359(b) requires that “each individual faculty member...possess qualifications that are ***at least equivalent to the applicable minimum standards.***” Fill out the application that is included with this set of instructions. Please use the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges*.
  - a. Item I, fill out the top half of the front side of the application. For the name of the discipline, please use the name given in the current disciplines list. If your department uses a different name for the discipline, you may include that in parentheses as well.
  - b. Item II, please copy word for word the statement in the current disciplines list.
  - c. Item III, please list the requirements your department wants as “the equivalent.” Please do **not** use any of the wording from item II. If you do not wish to allow any equivalencies, please state “none.” However, you might want to use the following wording instead of none:
    - i. A master’s degree of a different name not normally used, or that is new to the discipline, yet which contains the equivalent coursework to the above master’s degree/one of the above master’s degrees.
  - d. Item IV, please provide an explanation that justifies this policy.
  - e. Item V, the minimum number of signatures required to recommend an equivalency policy must be at least a majority of your discipline faculty.
2. Have the department vote on the proposed policy. Next have the department chair or division representative sign the application after it is approved. Then have the Dean of Instruction review it and sign it as well.
3. The Dean of Instruction will send the application to the CCC Equivalency Committee through the Office of Instruction.
4. The application will go to the CCC Equivalency Committee Chair. If it is technically correct, it will go before the Equivalency Committee for consideration at the next available meeting. If it is **not** technically correct, it will be sent back to the department for changes. Please make the changes and go back to step 2.
5. Faculty in a discipline area may submit local standards for equivalency at any time; however, these standards will not take effect until the beginning of the next regular semester. As a result, changes to local equivalency standards will be recognized and officially recorded only twice per year—at the beginning of the fall semester and at the beginning of the spring semester. Policies adopted or in effect at the beginning of the spring semester will carry through the summer term.
6. If the Equivalency Committee does not approve the policy, it will recommend changes. You can either make the changes or appeal the Equivalency Committee’s decision.
7. Discipline policies shall be in effect for no more than three years, as the *Minimum Qualifications* handbook is updated in that time frame. After three years, departments are required to review their department policy, revise as necessary, and resubmit revisions to the Equivalency Committee for review if needed. Departments are also encouraged to take their proposed policies to the State Academic Senate’s Standards and Practices Committee to try to enact change in the Disciplines List Revision Handbook.

**APPLICATION FOR ACCEPTANCE OF A  
DISCIPLINE POLICY FOR EQUIVALENCY**

I. Date: \_\_\_\_\_  
From (Chair): \_\_\_\_\_ Extension: \_\_\_\_\_  
Department: \_\_\_\_\_  
Discipline(s): \_\_\_\_\_

**TENURED FACULTY SIGNATURE(S)**

Signature of the Tenured Faculty Who Determined that the Proposed Policy Should Satisfy the Equivalency Requirements:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(If tenured faculty member in the discipline is not available, a tenured faculty member from a "related discipline", as defined in the Minimum Qualifications for Faculty and Administrators in California Community Colleges handbook, may sign after consulting with the non-tenured faculty.)*

**DEPARTMENT CHAIR OR DIVISION REPRESENTATIVE SIGNATURE**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do any of the colleges in the district offer a comparable program?  Yes  No  
If so, which colleges: \_\_\_\_\_

If applicable, have CCC Faculty reviewed this departmental policy with the appropriate faculty at the other colleges offering a comparable program?  Yes  No  
If so, which instructors: \_\_\_\_\_

(Faculty from other colleges may include a statement of support or non-support).

---

**DEAN OF INSTRUCTION SIGNATURE**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

II. Statement of minimum qualifications as defined in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* handbook:

III. Recommended Departmental Policy for an *Equivalency*:

\_\_\_\_\_The Department/Discipline will only accept the minimum qualifications as stated in the  
Minimum Qualifications for Faculty and Administrators

IV. Please provide an explanation that justifies this policy if different than state minimum qualifications:

V. Members of the discipline are to sign either in support or denial of the policy. Number of full-time faculty:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Support: \_\_\_\_\_ Oppose: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Support: \_\_\_\_\_ Oppose: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Support: \_\_\_\_\_ Oppose: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Support: \_\_\_\_\_ Oppose: \_\_\_\_\_

---

**ACTION OF THE CLOVIS COLLEGE ACADEMIC SENATE COMMITTEE ON EQUIVALENCY**

The Department Policy is:                    approved: \_\_\_\_\_                    denied: \_\_\_\_\_

Signature of Equivalency Committee Chair (*or designee*): \_\_\_\_\_

Date: \_\_\_\_\_

Comments: